

Annexure 2: Common/Standardized Upload File Format for Members					
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Character	Remark	
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO	
Application No.	M	Alphanumeric	16	Application number of the Form	
Category	M	Character	5	Category of Client (FI,FIL,IC,MF, OTH, NOH, CO, IND, EMP, SHA,POL)	
Applicant Name	NM	Alphanumeric	50	Client name as on the form	
Depository Name	M	Alphanumeric	4	Depository i.e. NSDL or CDSL	
DP ID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)	
Client ID / Beneficiary ID	M	N	16	If CDSL then Min(16) and Max(16) . If NSDL Min(8) and Max(8)	
Quantity	M	N	11	Quantity in multiple of market lot	
Cut off flag	M	Alphanumeric	1	Cutoff 1 - if opting for cut off 0 - if not opting for cut off	
Rate / Price	M	N	6.2	PRICE, or max price	
UPI Flag/Amount Received Flag	M	Character	1	Y - if Opting for UPI; (for IND/SHA/EMP/POL category of investor with bid value upto Rs 5 Lacs) N - if not Opting for UPI and 3-in-1 Type Account Bid	
Amount	M	N	12	Amount to be blocked	
Reference Number*	NM/M	Alphanumeric	60	Reference Number Mandatory for 3-in-1 Type Account Bid Prefix T in Ref No.	Reference Number Non-Mandatory for UPI Bid
Pan No	M	Alphanumeric	10	Pan No of the Client	
Bank Code	M	Alphanumeric	6	In case of ASBA bid put valid Bank code . In case of UPI bid put 8888	
Location Code	M	Alphanumeric	6	In case of ASBA bid put valid Location code . In case of UPI bid put UPIIDL	
UPI ID	NM/M	Alphanumeric a-z, A-Z, 0-9. With special character . (dot) - (hyphen) @ (sign of at the rate)	45	UPI ID of client in case of UPI Bid. Enter exact UPI id. For Non-UPI Bid put Account number of client or Put 0 or blank	
Order Number	M	N	16	Bid ID Put 0 or blank for action code N (will be replaced by order number in out file)	
Activity Type	M	Alphanumeric	1	Activity Type, i.e., “ N ” for new record, “ M ” for to be modified record and “ D ” for to delete records.	

* The following special characters ~,|!%& shall not be part of **Reference Number**

Common/Standardized Upload File Format for Members (Success File)

Order Entry, Modification and Cancellation

Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Character	Remark	
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO	
Application No.	M	Alphanumeric	16	Application number of the Form	
Category	M	Alphanumeric	5	Category of Client (FI,FIL,IC,MF, OTH, NOH, CO, IND, EMP, SHA,POL)	
Applicant Name	NM	Alphanumeric	50	Client name as on the form	
Depository Name	M	Alphanumeric	4	Depository i.e. NSDL or CDSL	
DP ID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)	
Client ID / Beneficiary ID	M	Numeric	16	If CDSL then Min(16) and Max(16) If NSDL Min(8) and Max(8)	
Quantity	M	Numeric	11	Quantity should always be in multiple of market lot	
Cut off flag	M	Alphanumeric	1	To indicate cut off price choice 1 means Cut off 0 means not opting for cut off	
Rate / Price	M	Numeric	6.2	PRICE in case of cut off - MKT	
UPI Flag/Amount Received Flag	M	Character	1	Y - if opting for UPI; (for IND/SHA/EMP/POL category of investor with bid value upto Rs 5 Lacs) N - if not Opting for UPI and 3-in-1 Type Account Bid	
Amount	M	Numeric	12	Amount to be blocked	
Reference Number*	NM/M	Alphanumeric	60	Reference Number Mandatory for 3-in-1 Type Account Bid Prefix T in Ref No.	Reference Number Non-Mandatory for UPI Bid
Pan No	M	Alphanumeric	10	Pan No of the Client	
Bank Code	M	Alphanumeric	6	In case of ASBA bid put valid Bank code . In case of UPI bid put 8888	
Location Code	M	Alphanumeric	6	In case of ASBA bid put valid Location code . In case of UPI bid put UPIIDL	
UPI ID	NM/M	Alphanumeric a-z, A-Z, 0-9. With special character . (dot) - (hyphen) @ (sign of at the rate)	45	Mandatory if the UPI Flag is Y opted. Enter exact UPI id Put blank in case of Non UPI Bid	
Order Number	M	Numeric	16	Bid Id is auto generated by the exchange	
Activity Type	M	Alphanumeric	1	Activity Type, i.e., “ N ” for new record, “ M ” for to be modified record and “ D ” for to delete records.	

* The following special characters ~, ! % & shall not be part of **Reference Number**

Common/Standardized Upload File Format for Members (Error File)

Order Entry, Modification and Cancellation

Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Character	Remark
Symbol	M	Alphanumeric	10	Symbol of the Company/IPO
Application No.	M	Alphanumeric	16	Application number of the Form
Category	M	Alphanumeric	5	Category of Client (FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA,POL)
Applicant Name	NM	Alphanumeric	50	Client name as on the form
Depository Name	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DP ID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
Client ID / Beneficiary ID	M	Numeric	16	If CDSL then Min(16) and Max(16) . If NSDL Min(8) and Max(8)
Quantity	M	Numeric	11	Quantity should always be in multiple of market lot
Cut off flag	M	Alphanumeric	1	To indicate cut off price choice 1 means Cut off 0 means not opting for cut off
Rate / Price	M	Numeric	6.2	PRICE in case of cut off - MKT
UPI Flag/Amount Received Flag	M	Character	1	Y - if opting for UPI; (for IND/SHA/EMP/POL category of investor with bid value upto Rs 5 Lacs) N - if not Opting for UPI and 3-in-1 Type Account Bid
Amount	M	Numeric	12	Amount to be blocked
Reference Number*	NM/M	Alphanumeric	60	Reference Number Mandatory for 3-in-1 Type Account Bid Prefix T in Ref No. Reference Number Non-Mandatory for UPI Bid
Pan No	M	Alphanumeric	10	Pan No of the Client
Bank Code	M	Alphanumeric	6	In case of ASBA bid put valid Bank code . In case of UPI bid put 8888
Location Code	M	Alphanumeric	6	In case of ASBA bid put valid Location code . In case of UPI bid put UPIIDL
UPI ID	NM/M	Alphanumeric a-z, A-Z, 0-9. With special character . (dot) - (hyphen) @ (sign of at the rate)	45	Mandatory if the UPI Flag is Y opted. Enter exact UPI id Put blank in case of Non UPI Bid
Order Number	M	Numeric	16	Bid Id is auto generated by the exchange
Activity Type	M	Alphanumeric	1	Activity Type, i.e., “ N ” for new record, “ M ” for to be modified record and “ D ” for to delete records.
Error Message	M	Alphanumeric	40	Gives detailed description of the error encountered during upload

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